32	EST FOR Q			ET ASIDE	NOT		TYPE:			PAGE 1	OF PAGES 10	
1. REQUEST NO. 2. DATE ISSUED 02/10/2011			3	3 REQUISITION/PURCHASE REC			DEF. UNDER BI		BD:	SA REG. 2	RATING	
5a. ISSUED BY FEDERAL AVIATION ADMINISTRATION P.O. BOX 25082 ATTN: AMQ-310 OKLAHOMA CITY OK 73169						6. DELIVERY Period of Fiscal Yea 09/30/201			RY of F ea	Performance ar 2011 02/01/2011- 11 (Tentative Schedule		
5B. FOR INFORMATION CALL (NO COLLECT CALLS								7. DELIVE	7. DELIVERY OTHER			
NAME				TELEP	HONE I	NUMBE	R	FOB	DE	STINATION	I (SEE SCHEDULE)	
Monica Rudolph			AREA CODE	NUMBER			9. DESTINATION					
Email: monica.rudolph@faa.gov FAX: (405) 954-9468				405		954-4137		a. NAME OF CONSIGNEE				
a. NAME		8. TO BE COMPL	ETED	BY QUOTER: b. COMPANY				b. STREET ADDRESS				
a. NAIVIE				b. COMPANT	B. COMPANY							
c. STREET AD	DRESS						c. CITY					
d. CITY				e. STATE	f.	ZIP CC	DDE	d. STATE		e. ZIP CO	DE	
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR BEFORE CLOSE OF BUSINESS (Date) 11. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5A ON OR Government to pay any costs incurved by the please so indicate on this form an Government to pay any costs incurved by the please so indicate on this form an Government to pay any costs incurved by the please so indicate on this form an Government to pay any costs incurved by the please so indicate on this form an Government to pay any costs incurved by the please so indicate on this form an Government to pay any costs incurved by the please so indicate on this form an Government to pay any costs incurved by the please so indicate on this form an Government to pay any costs incurved by the please so indicate on this form an Government to pay any costs incurved by the please so indicate on this form and Government to pay any costs incurved by the please so indicate on this form and Government to pay any costs incurved by the please so indicate on this form and Government to pay any costs incurved by the please so indicate on this form and Government to pay any costs incurved by the please so indicate on this form and Government to pay any costs incurved by the please so indicate on this form and Government to pay any costs incurved by the please so indicate on this form and Government to pay any costs incurved by the please so indicate on this form and Government to pay any costs incurved by the please so indicate on this form and Government to pay any costs incurved by the please so indicate on this form and Government to pay any costs incurved by the please so indicate on the please						eturn it ed in the f domes	to the addres e preparation stic origin unle	s in Block 5A. of the submissions of the submission	This on o dica	request does f this quotatio ted by quoter	not commit the n or to contract for . Any representations	
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13. NAME AND ADDRESS OF QUOTER a. NAME OF QUOTER						14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION			41111000	15. DATE (OF QUOTATION	
b. STREET ADDRESS					16. SI			. SI	GNER			
a COUNTY				a	a. NAME (Type or print)				b. TELEPHONE AREA CODE			
c. COUNTY										AREA COL	JE	
d. CITY		e, ST	ATE	f. ZIP CODE	С	TITLE	(Type or prir	nt)		NUMBER		

This Solicitation will utilize Lowest Price Technically Acceptable source selection procedures in accordance with AMS. Technical acceptability will be evaluated on all offers received by the required date/time. Then, price will be evaluated and the proposals will be listed from lowest to highest price based on the total evaluated price. Award will be made to the lowest evaluated priced proposal meeting the acceptability standards for the non-cost factors.

Each Technical Evaluation Factor will receive a rating of Acceptable/ Unacceptable. If any factor is rated "Unacceptable", the entire proposal is rendered technically unacceptable, and the proposal will be removed from the competitive range. Only proposals deemed technically acceptable (either initially or as the result of discussions) will be considered for award.

TECHNICAL EVALUATION FACTORS

TECHNICAL FACTOR 1: TECHNICAL (Performance Work Statement Section 2.4) TECHNICAL FACTOR 2: EDUCATION (Performance Work Statement Section 2.5) TECHNICAL FACTOR 3: EXPERIENCE (Performance Work Statement 2.6)

FACTOR 4: Cost/Price

The ratings are defined in the following paragraphs.

- (a) <u>Acceptable:</u> The proposal meets all the minimum mandatory requirements in the solicitation identified as technical evaluation factors. Offerors must provide sufficient evidence to meet the requirements outlined in the Performance Work Statement. Only those proposals determined acceptable, either initially or as a result of discussions, will be considered for award. Once deemed acceptable, all technical capability proposals are considered to be equal.
- (b) <u>Unacceptable</u>: Fails to meet all the minimum mandatory requirements in the solicitation identified as technical evaluation factors. Proposals with an unacceptable rating will not be considered for award.

3.2.2.3-20 Electronic Offers (July 2004)

- (a) The offeror (you) may submit responses to this SIR by the following electronic means of fax and email. Your offer must arrive at the place and by the time specified in the SIR.
- (b) Electronic offers must refer to this SIR and include, as applicable, the item or sub-items, quantities, unit prices, time and place of delivery, all representations and other information required and a statement specifying the extent of your agreement with all the FAA's (we) terms, conditions, and provisions.
- (c) We may decline to consider electronic offers that do not include required information, or that reject any of the terms, conditions and provisions of the SIR.
- (d) We reserve the right to make award solely on the electronic offer. However, if the CO requests, you must promptly submit the complete original (hard copy) signed proposal.
- (e) Send your offer electronically to fax (405) 954-9468 or monica.rudolph@faa.gov
- (f) If you choose to send your offer electronically, we will not be responsible for any failure attributable to transmitting or receiving the offer.

OMB Control No. 2120-0595 (SF-18) FAA Template No. 1

CONTRACTOR IS TO FURNISH THE FOLLOWING UNDER THE TERMS AND CONDITIONS SPECIFIED ON BOTH SIDES OF THIS ORDER AND IN ACCORDANCE WITH CLAUSES 10, 14, 37, 43 OF THE ATTACHED "PURCHASE ORDER TERMS AND CONDITIONS", AC FORM 4415-8 (04/07).

Performance Work Statement

OPERATIONAL RISK MANAGEMENT (ORM) TRAINING FY-11

1.0 BACKGROUND

The Transportation Safety Institute (TSI) has a need to acquire expert technical services in providing Operational Risk Management (ORM) Training for U.S. Department of Defense, U.S. Air Force (USAF). This training is critical for the USAF who integrates risk management into their day-to-day operations. The diversity of the training with which TSI is tasked requires subject matter expertise and experience that is not available for effective development or presentation of sponsor specific topics. In order to provide the required course material and instruction, the services of specially qualified individuals are required.

2.0 TECHNICAL SERVICES REQUIRED

2.1 SCOPE OF WORK

The contractor shall, as an independent contractor, provide the necessary ORM expertise required to deliver, and evaluate/revise materials and make recommendations for the USAF. The scope of work includes assimilation/delivery of materials, presentation of USAF ORM six-step process, and evaluation as specified in this performance work statement.

2.2 STATEMENT OF WORK

The contractor will serve as an instructor for TSI, presenting Operational Risk Management, specifically the USAF six-step process, at various USAF requested on-site training locations throughout the United States and abroad. Additionally, the contractor will conduct research as necessary; review past course materials related to ORM training; develop course materials (if required), coordinate with TSI and USAF as required; prepare various correspondence/reports and collate and provide materials. Contractor will provide information requested by the COR or division manager. The contractor may be required to brief senior level military and civilian personnel, and present ORM awareness materials/information, as needed, during the training.

Contractor will work closely with TSI/sponsor management, various staff, and USAF subject matter experts to successfully complete delivery of USAF ORM education/ training products. Instructor will be responsible for turnkey products for use by TSI and USAF.

Contractor will ensure that course materials presented are those developed by TSI (in concert with USAF) and will take necessary precautions to maintain standardization. Additionally, the contractor will provide orally or in writing a summary of changes that need to be made to upgrade course materials based on student/client feedback or personal observations.

2.3 DELIVERABLES

Contractor will be responsible for the prompt and accurate completion of each task. Completed work will be submitted to the COR or Division Manager. The deliverables for this contract will be the tasks explained in paragraphs 2.1 - 2.2. This may include but not be limited to such items as reports, texts, handouts, and reference materials. Contractor will coordinate with TSI/sponsors throughout development to ensure final products are on target and meet requirements.

2.4 TECHNICAL

- 2.4.1 Graduate or current instructor of a TSI/USAF Operational Risk Management, Application and Integration course. (Required)
- 2.4.2 Present operational risk management techniques to include all steps in the USAF Operational Risk Management Six Step Process (hazard identification, risk assessment, analyzing risk control measures, making control decisions, implementing risk controls, supervision/review including integration) in accordance with applicable DoD/USAF instructions, pamphlets, and manuals in a classroom setting. (Required)
- 2.4.3 Present technical information related to Operational Risk Management on systems performance and human performance as it relates to USAF operations including policies, principles, tools, and applications. (Required)
- 2.4.4 Explain the policies, requirements, responsibilities, authority, and techniques needed to establish, administer, and evaluate an effective operational risk management program according to DoD/Federal Policy Directives/Instructions or industry standards. (Required)
- 2.4.5 Illustrate techniques required to establish, administer, and evaluate a base-level risk management program. (Required)
- 2.4.6 Demonstrate working knowledge of current/past "real world" ORM applications, lessons learned, and available ORM tools/databases allowing students to compare a variety of situations where ORM has been successful/unsuccessful and why. (Required)
- 2.4.7 Demonstrate working knowledge of computers, projection systems, with the ability to connect all equipment as necessary, MS PowerPoint Presentations for instruction, MS Word for student materials or handouts. (Required)
- 2.4.8 Served as an investigating officer on a Class A mishap investigation board. (Desired)
- 2.4.9 Graduate of a DoD Flight Safety Officer (FSO), Ground Safety Management (GSM), or Chief of Safety course. (Desired)

2.5 LEVEL OF EDUCATION

- 2.5.1 Four-year degree from an accredited education institution. (Required)
- 2.5.2 Masters Degree from an accredited education institution. (Desired)

2.6 EXPERIENCE

- 2.6.1 A minimum of five years teaching experience in USAF Operational Risk Management, sixstep process, demonstrating the ability to present technical material to a variety of audiences. (Required)
- 2.6.2 Graduate or current instructor of a TSI/USAF Operational Risk Management course. (Required)
- 2.6.3 Affiliated with professional risk management and safety organizations. (Desired)
- 2.6.4 An experienced, fully qualified Safety Officer/Manager. (Desired)
- 2.6.5 Graduate of a DoD Flight Safety Officer (FSO), Ground Safety Management (GSM), or Chief of Safety course. (Desired)

2.7 DOD FURNISHED INFORMATION

- 2.7.1 When limited-use mishap information is made part of the course exercises, instructors engaged in the course of instruction shall ensure they comply in full with DoD/sponsor requirements.
- 2.7.2 During the course of instruction contemplated by this agreement, instructors will gain access to such safety information required for course preparation and class presentation. Whenever limited use or privileged information is involved, prior approval will be obtained from sponsor through the course manager (TSI). In no case will such information be used for other than course preparation/presentation purposes. In no case will the instructor use this information for purposes not directly connected with the course(s) of instruction contemplated by this agreement. Each instructor will sign a written statement to this effect (see attached statement).

3.0 GOVERNMENT FURNISHED RESOURCES

- 3.1 The Government will provide a conditioned classroom, all visuals needed to conduct a presentation, and all student/instructor training manuals, and normal classroom supplies such as class rosters, tent cards, student evaluations, etc.
- 3.2 The Government will provide student materials in sufficient quantity to provide one for each student expected to attend each class.
- 3.3 Should the contractor anticipate additional requirements for facilities, equipment or other unique support, either because of scarcity or cost, the contractor may request the Government provide such support. However, the decision to do so remains solely with the Government.

4.0 CLASSROOM

4.1 SPECIFIC TASKS

Conduct the Operational Risk Management class. While conducting each class, the contractor shall:

- 4.1.1 Set up or assist the course sponsor in setting up the computer/projection system for proper display of training presentations.
- 4.1.2 Ensure that all materials necessary for conducting the class are available and properly laid out in the classroom prior to the class.
- 4.1.3 Monitor student progress through the use of hands-on/oral question and answer exercises.
- 4.1.4 Clarify subject matter not clear to students, which will be clarified prior to presentation of new materials.
- 4.1.5 Class rosters are to be faxed to course manager the first day of class for preparation of student certificates for instructor to distribute to students prior to departure the last day of class. Student critiques are to be received by TSI no later than five (5) working days after class completion in the format provided by TSI.
- 4.1.6 Contract personnel shall ensure their classroom presentations are consistent with sponsor directives and instructions and that no discriminatory remarks concerning race, color, sex, religion, or national origin are made in the classroom.

4.2 INSTRUCTOR EVALUATION

4.2.1 Monitoring

The performance of instructors may be monitored by or on behalf of the COR without prior notice using the standard instructional improvement worksheet in use at that time as a guide.

4.2.2 Student Evaluation

The performance of each contract instructor shall be evaluated through written student critiques at the end of each class taught by a contract instructor. Evaluation instruments and/or protocols shall be provided and/or administered by TSI.

4.2.3 Correction of Deficiencies

When monitoring or student evaluations indicate a deficiency in a contractor's performance, the contractor will ensure that action to correct such deficiencies is taken and provided to TSI in writing before the next scheduled presentation. If deficiencies are not corrected in the next scheduled training session this contract will be terminated.

5.0 ADMINISTRATION

5.1 POINT OF CONTACT

Management and Program Analyst, Chad Stowe at (405) 954-7199, will be the COR/point of contact for coordination of the program.

5.2 TRAVEL AND EXPENSES

All travel costs will be paid for by the contractor and will be included as a separate line item in this contract. Travel includes airline, compact size rental car, lodging, and per diem. Travel time is not included in this contract and will not be reimbursed. Travel orders will not be issued for travel. All travel costs will be in compliance with Government travel regulations and the contractor will pay costs exceeding government rates unless unusual circumstances arise to be reviewed on a case-by-case basis by COTR/issuing office prior to scheduled travel to determine approval of actual expenses. Itemized receipts of travel expenses will be required before reimbursement will be issued. Contractor is not allowed government airfare rates nor first/business class transportation.

The traveler is required to make airline reservations at a minimum of 15 days in advance of the trip to receive the most cost effective rate available. All travel expenses must be submitted to TSI within five (5) working days after travel is completed.

5.3 CONDUCT

- 5.3.1 Contractor personnel shall follow and adhere to all policies and procedures established by the Government, including the DOT, FAA, and TSI. Information on such requirements will be provided to the contractor upon request.
- 5.3.2 Contractor personnel may not solicit or advertise non-Government training or products for personal gain while conducting official Government training under the auspices of TSI.

5.4 SUPERVISION

At no time will contract personnel be supervised by TSI personnel. Government technical direction and policy guidance will be available through the Contracting Officer or designated representative, the Contracting Officer's Representative (COR).

5.5 TIME AND LOCATION OF PERFORMANCE

The class as described in the task section will be 1 hour to five days in length (1-40 hours) and will be held between 7:00 a.m. and 8:00 p.m. at various locations throughout the United States designated by TSI. Specific class times and locations shall be provided to the contractor as individual task orders. These shall be provided to the contractor by the Government at least fifteen (15) days before each class start date.

The tentative training schedule requested by the USAF

March 8-10, 2011 San Diego, CA
 April 26-28, 2011 Grissom AFB, IN
 June 21-23, 2011 Dobbins AFB, GA

PRIVILEGED INFORMATION STATEMENT

As a condition of my contract with the Transportation Safety Institute (TSI) and my participation in the USAF Operational Risk Management Education Program, I acknowledge and agree as follows:

That I will from time-to-time and in the scope of my contract with TSI have access to privileged USAF safety information which must be used only within the USAF safety community and only for mishap prevention purposes;

That I will use such information only for bona fide education endeavors as part of USAF programs and not disclose any portion or extract of the information to any person who is not a part of these programs;

That I will obtain only such information as is necessary to perform the requirements of my contract with TSI at USAF locations;

That, in obtaining such information, I will submit requests for safety reports, studies, or analyses to USAF's custodian of records (AFSC/JA) through AFSC/SEPA and use only the information which the custodian provides me in the ordinary course of his duties;

That I will not reproduce such information or enter it into any computer or word processing system without the further approval of TSI/USAF;

That I will not convert any of this information into student handout material or otherwise distribute it for use or retention outside the USAF classroom environment without the further approval of TSI/USAF;

That I will return such information to USAF by the date designated upon release to me or, if no date is designated, not later than 30 days after release:

That I will safeguard such information from careless or inadvertent release to or discovery by any person outside the USAF; and

That I will not remove such TSI/USAF.	information from US	AF facilities without furthe	er approval of			
Acknowledged and signed this	day of	month of	year.			
•						
Signature of Contractor	Signature of Contracting Officers Rep (TSI)					

PURCHASE ORDER TERMS AND CONDITIONS

(NOTE: Date of clause is that in effect on date of purchase order)

3.1-1 CLAUES AND PROVISIONS INCORPORATED BY REFERENCE This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: http://conwrite.faa.gov (on this web page, select "Search and View Clauses").

THE FOLLOWING CLAUSES ARE INCORPORATED BY REFERENCE AND ARE SELF-DELETING IF NOT APPLICABLE:

- 3.1.7-2 Organizational Conflicts of Interest
- 3.2.2.7-6 Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment
- 3.2.28-1 New Material
- 3.2.2,8-3 Delivery of Excess Quantities
- Officials Not to Benefit 3.2.5-1
- 3.2.5-3 Gratuities or Gifts
- Contingent Fees 3.2.5-4
- Anti-Kickback Procedures 3.2.5-5
- Whistleblower Protection for Contract Employees 3.2.5-8
- Payments 3.3.1-1
- 3.3.1-6 Discounts for Prompt Payment
- 3.3.1-9 Interest
- 3,3.1-17 Prompt Payment
- Central Contractor Registration 3.3.1-33
- Payment by Electronic Funds Transfer/Central Contractor 3.3.1-34
- Taxes-Contracts Performed in US Possessions or Puerto Rico 3.4.2-6
- Federal, State, and Local Taxes—Fixed Price Noncompetitive 3.4.2-7
- 3.2.4-8 Federal, State, and Local Taxes Fixed Price Contract
- Convict Labor 3.6.2-2
- **Equal Opportunity** 3.6.2-9
- 3.6.3-15 Material Requirements
- 3.6.3-16 Drug Free Workplace
- 3.6.4-1 Wavier of Buy American Act for Civil Aircraft and Related Articles
- Buy American Act-Supplies 3.6.4-2
- 3.6.4-10 Restrictions on Certain Foreign Purchases
- 3.6.4-12 European Union Sanction for End Products (applicable under \$190K)
- Privacy Act Notification 3.7-1
- 3.7-2 Privacy Act
- 3.9.1-1 Contract Disputes
- Protest After Award 3.9.1-2
- Protest (this is for SIRs only) 3.9.1-3
- 3.10.1-7 Bankruptcy
- 3.10.1-11 Government Delay of Work
- 3.10.1-12 Changes—Fixed Price Changes—Fixed Price Alt I Changes—Fixed price Alt II
- 3.10.1-25 Novation and Change-Of-Name Agreements 3.10.4-1 Contractor Inspection Requirements
- 3.10.4-2 Inspection of Supplies—Fixed Price
 3.10.4-4 Inspection of Services—both Fixed Price & Cost Reimbursement
- 3.10.4-16 Responsibility for Supplies
- 3.10.6-1 Termination for Convenience of the Government (Fixed Price)
- 3.10.6-4 Default (Fixed Price Supply and Service)
- Seat Belt Use by Contractor Employees

THE FOLLOWING CLAUSES AND/OR PROVISIONS ARE APPLICABLE ONLY WHEN REFERENCED BY NUMBER ON THE PURCHASE ORDER

- 3.10.9-4 First Article Approval—Contractor Testing (Number of units to be delivered, delivery time, and delivery address are specified in Schedule)
- 3.10.9-2 First Article Approval—Government Testing (Number of units to be delivered, delivery time, and delivery address are specified in Schedule)
- 3.2.2.8-2 Variation in Quantity (Permissible variation is stated in the
- Disclosure regarding Payments to Influence Certain Federal 3.2.5-7 Transactions (This applies if over \$100K)
- 3.6.2-1 Contract Work Hours and Safety Standards Act-Overtime Compensation (Not if commercial or under \$100K)
- 3.6.2-4 Walsh-Healey Public Contracts Act

- 3.6.2-12 Affirmative Action for Special Disabled and Vietnam Era Veterans
- 3.6.2-13 Affirmative Action for Handicapped Workers
- Employment Reports on Special Disabled Veterans and 3.6.2-14 9. Veterans of Vietnam Era
- 10. 3.3.1-8 Extras
- Service Contract Act of 1965, as Amended 11. 3.6.2-28
- Statement of Equivalent Rates for Federal Hires (Employee 12. 3.6.2-29 Class & Monetary Wage-Fringe Benefits Specified in Schedule)
- Fair Labor Standards Act and Service Contract Act-Price 13. 3.6.2-31 Adjustment
- Exemption from Application of Service Contract Act 14. 3.6.2-33 Provisions
- Clean Air and Clean Water (applies if over \$100K) 15. 3.6.3-2
- Hazardous Material Identification and Material Safety Data 16. 3.6.3-3
- Recovered Material Certification 17. 3.6.3-4
- 18. 3.8.2-9 Site Visit
- Protection of Government Buildings, Equipment and 19. 3.8.2-10 Vegetation
- Reserved 20-30.
- 31. 3.3.1-24 Fast Payment Procedures
 32. ADVANCE PAYMENTS: The Contractor's Invoices must be submitted before payment can be made. The Contractor will be paid on the basis of the invoice, which must state (a) the starting and ending dates of the items specified in the Schedule, and (b) either that orders have been placed in effect for the addresses required, or that the orders will be placed in effect upon receipt of payment.
- NOTICE TO SUPPLIER: This is a firm order ONLY if your price does not exceed the maximum line item or total price in the Schedule. Submit involces to the Contracting Officer. If you cannot perform in exact accordance with this order, WITHHOLD PERFORMANCE and notify the Contracting Officer immediately, giving your quotation.
- 34-36 RESERVED
- 37. 3.11-34 F.O.B. Destination
- RESERVED 38.
- TRANSPORTATION COST GOVERNMENT: Prepay shipping 39. charges and bill as a separate item on invoice. If shipping charges exceed \$100, a prepaid freight receipt must accompany the Invoice. The Commercial bill of lading must be marked THESE TRANSPORTATION CHARGES ARE TO BE PAID AS A SEPARATE AND DIRECT ITEM BY THE U.S. GOVERNMENT. THEREFORE, ANY SPECIAL U.S. GOVERNMENT TRANSPORTATION RATES MUST BE APPLIED. 40-41. RESERVED
- CUSTOMS DUTIES AND CLEARANCE: All import shipments will be shipped in bond to Oklahoma City, Oklahoma. Clearance will be made of customs duties paid by the Government. For F.O.B. Destination shipments, these costs will be deducted from the contractor's invoice or billed to the contractor. This in no way relieves the contractor of responsibility for transportation charges or damage in shipment on F.O.B. Destination orders.
- NO SUBSTITUTE OR CHANGE: No substitution or changes shall be made without prior approval of the Contracting Officer.
- RESERVED.
- PACKING SLIP-Form 4650-12: these are warranty repair items 45. and are being shipped under separate cover with FAA Form 4650-12 as packing slip.
- 46-48. RESERVED.
- OVERHAUL OF AIRCRAFT APPLIANCES AND COMPONENTS AC Form 4450-26 is attached and made a part hereof. 50-51. RESERVED.
- ACQUISITION OF AIRCRAFT APPLIANCES AND COMPOENT: AC Form 4450-29 is attached and made a part hereof. 53-60. RESERVED.